

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Manager II (Supervisor)	DISTRICT/DIVISION/OFFICE Division of Procurement and Contracts	
WORKING TITLE Office Chief	POSITION NUMBER 702-019-4800-xxx	EFFECTIVE July 2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT: Under the direction of an Assistant Chief, Division of Procurements and Contracts (DPAC), a Staff Services Manager III, the incumbent provides direction and leadership to three/four contract acquisition branches, acts as liaison with the districts and headquarters programs regarding interpretation of current laws, policies and procedures and is proactive in assisting the districts and programs in meeting their contracting needs. The successful candidate must adhere to ethical practices and policies, ensure best value for the State, and demonstrate a positive attitude and a commitment to providing quality service that is accurate, timely, and exceeds customers' expectations. The incumbent must demonstrate a positive attitude to build and maintain strong relationships with our customers and be committed to providing quality customer service that is accurate and timely.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M)	

- | | |
|---------|---|
| 40% (E) | Provide direction and leadership to branch supervisors on workload management, staff development, reporting requirements, project and acquisition priorities, procurement audits and delegation reviews, policy development, contract management issues, and district/program concerns. |
| 40% (E) | Provide direction and consultation to district/program staff on a variety of contracting issues and take a proactive approach in finding innovative solutions to their contracting needs. Resolve procurement issues for the districts/programs by identifying the individual and systemic problems and developing creative alternatives. |
| 10% (E) | Ensure acquisition activities support accurate acquisition data submittal for the development of state and federal reporting. Participate in the continual development and implementation of acquisition manuals/guidelines/forms, boilerplate language, and automated procurement systems; partner with both |

internal and external customers to develop policies, procedures and systems that will continue to enhance customer services.

10% (E) Develop recommendations for management on budgetary issues, operating expense and position allocations, and improvements to the operational efficiency of the Division and participates in and supports the implementation of those improvements.

SUPERVISION EXERCISED OVER OTHERS

The incumbent directly supervises a staff of 3 Staff Services Managers I (Acquisition Branch Chiefs) and 1 or 2 Office Technicians. Incumbent is second-line supervisor to 15 or more analysts.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent should be knowledgeable of the Department's mission and goals, plus program laws, rules, policies and trends relating to acquisition services. The incumbent must have a thorough knowledge of administration, management and supervisory practices including personnel and equal employment opportunities.

The incumbent must have the ability to analyze complex and difficult administrative problems relative to procurements and administration of contracts that may affect several different administrative and technical areas such as Legal, Disadvantaged Business Enterprises, Accounting, Audits and Investigation, Project Management, as well as other headquarters' and district programs. The incumbent recommends effective courses of action and assures implementation. The incumbent must be able to make presentations and competently represent the Division before the Department, other agencies, industry advocacy groups and the business community. Administrative problem solving skills are required to prepare and present findings and recommendations on new procedures, guidelines and instructions.

Must have good judgment in oversight of procedures and selection criteria for the hiring of staff. Must have the ability to communicate orally, in writing and with visual aids, and to coordinate effectively with all levels of management and employees. Must have a basic understanding of a personal computer and the ability to learn and operate new software programs. This position requires a high degree of ability to analyze and evaluate various management reports and other material; oversee the analysis of project requirements and schedules and the recommendation of types and methods of contract services; and to make early determinations and assessments of problem areas and to implement effective action measures.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Responsible for independent action and initiative to effectively evaluate problem areas in the

procurement and contract acquisitions area, in contract administration procedures and to recommend solutions to those problems, and in utilizing technology to maintain accurate data and efficiently producing a variety of reports.

An inaccurate interpretation or application of the law, failure to implement proper controls, or the inability to eliminate errors, could result in violation of statutory requirements and loss of Departmental delegated authority to process purchasing and service contract documents. The consequence of violations include delays and increased costs in project delivery due to protested contracts, a loss of federal fund participation, betrayal of public trust, embarrassment to the Department, and lawsuits.

PUBLIC AND INTERNAL CONTACTS

The incumbent independently confers with all levels within the Department on matters relative to the administration of acquisition procurement and contracting activities. The incumbent is in regular contact with the Legal Division, Audits and Investigations, HQ Program management staff, and District management staff.

This position will represent the Department on acquisitions of procurement and contract matters before the Federal Highway Administration, the Legislature, the Department of General Services, and the Commodity and Professional Services Committees of the Small Business Council, other state and local agencies, consulting firms, industry advocacy groups, the business community, and the general public.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Keyboard use is approximately 40 to 50 % of the time. Must be able to sustain mental activity as needed for problem resolution, report writing, analysis, and reasoning.

Must have the ability to multitask, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents.

Employee must be able to persist, maintain focus and intensity, working within strict time constraints. Must be open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles.

Position requires interaction with many people. It is important that employees work with others in a professional manner. Employee must be able to develop and maintain cooperative working relationships. Employee must be cognizant of the needs, feelings, and capabilities of people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Travel may be required related to District or Program issues/concerns regarding acquisition priorities, training, and to disseminate acquisition policies.

I have read and understand the duties above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE'S NAME (Please Print)

EMPLOYEE'S SIGNATURE DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR'S NAME (Please Print)

SUPERVISOR DATE